

# MASSACHUSETTS DEP DRINKING WATER PROGRAM - LEAD IN SCHOOL DRINKING WATER MAINTENANCE CHECKLIST \*

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_ School District Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**Instructions:** 1. Fill out one checklist for each school under your jurisdiction. 2. Evaluate the results and take corrective action as needed. 3. Send a copy of this completed checklist and evaluation to: DEP/DWP, 6<sup>th</sup> floor, 1 Winter Street, Boston, MA 02108, Attn: Frank Niles

ACTIVITY TO BE EVALUATED	YES	NO	COMMENTS
<b>Plumbing Related to Drinking Water Fixtures</b>			
A plumbing survey has been conducted to locate areas of high risk for lead delivery.			
Were alterations made to the existing plumbing system?			
Certified piping components and related materials listed by the NSF are used for any alterations made to existing plumbing system.			
A licensed plumber is used for the installation of new plumbing or modifications/alterations made to current plumbing system.			
Drinking and cooking water outlets are flushed at the start of each school day.			
<b>Drinking Fountains</b>			
All drinking fountains in the school have been checked against the EPA list of known lead-containing models.			
All drinking fountains found to be on the list of known lead-containing models have been permanently taken out of service or removed.			
A program of collection and testing of water samples for lead has been implemented.			
Remedial actions have been implemented for any fountains that exceeded the action limit for lead.			
If sampled fountains exceed the action limit for lead after remedial actions have been implemented, the fountain was permanently taken out of service or removed.			
<b>Cafeteria and Cooking Classes (if applicable)</b>			
Faucets from these areas are included in a regularly scheduled water sampling and testing program.			
Only cold water is used for preparing foods and beverages.			
<b>Bottled Water (if used)</b>			
Bottled water is being used as a substitute for drinking water devices that have been taken out of service.			
Bottled water is obtained from a supplier approved by the Massachusetts Department of Public Health.			
Bottled water is stored in a safe, secure area away from chemicals and other hazards.			
Dispensers are cleaned regularly to reduce potential for bacteria build up in the dispenser area.			
<b>Record Keeping</b>			
Drinking Water Testing and Quality Records kept in a centralized and clearly labeled file.			

Check all of the following statements that apply to your school and attach additional page(s) as needed.

- ☐ School is below the DEP lead action level (0.015 mg/l) for all drinking water faucets or other points of human consumption.
- ☐ Additional testing needed (Start Date: \_\_/\_\_/\_\_)
- ☐ Flushing proposed (Start Date: \_\_/\_\_/\_\_)
- ☐ Treatment units planned\*\* (Start Date: \_\_/\_\_/\_\_)
- ☐ Bottled water proposed (Start Date: \_\_/\_\_/\_\_)
- ☐ Educational notice for parents and school proposed (Start Date: \_\_/\_\_/\_\_)
- ☐ Other actions planned \_\_\_\_\_ (Start Date: \_\_/\_\_/\_\_)

Other Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

If you need any help with completing this checklist, please contact your local board of health, your local plumbing inspector, or your local public drinking water supplier. You may also contact Frank R. Niles of the DEP Drinking Water Program at 617 574- 6871 or [Program.Director-DWP@state.ma.us](mailto:Program.Director-DWP@state.ma.us)

\*For a more comprehensive checklist that covers other drinking water issues (e.g. copper, cross connections control) as well as all other environmental and health programs please see the Healthy Schools Council "Checklist concerning Environmental Health and Safety in School" at <http://www.state.ma.us/dph/beha/iaq/schools/schools.htm>

\*\*If you plan to install treatment units, you must contact DEP/DWP, 6th floor, 1 Winter Street, Boston, MA 02108—Attention: Frank R. Niles (617) 574-6871.

November 2004

**Complete and return this form to DEP/DWP, 6<sup>th</sup> floor, 1 Winter Street, Boston, MA 02108- Attention Frank R. Niles**